

How To Apply

Interested persons are to submit a résumé, a one-page narrative statement of qualifications, and requisite court application. The narrative must be limited to one page and succinctly describe the applicant's specific qualifications for the position. The résumé should indicate each former position held and indicate the job title, name of the firm or agency, dates of employment, salary level at the end of work, and a description of duties performed, including supervisory or management responsibilities. Mail or deliver a hard copy of the resume, one page statement of qualifications, and application to:

Mendocino County Superior Court
Human Resources Office
100 North State Street, Room 303
Ukiah, CA 95482

Applications may be obtained from the Court as listed above or by visiting our website at:
www.mendocino.courts.ca.gov/forms/OnlineEmpApp.pdf, or by calling (707) 463-4285

Apply by 5:00 PM on Friday, January 6, 2006

Selection Procedures

Submitted résumés, statements of qualifications and applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications as previously stated. The Court will further evaluate these documents and select for interview only those candidates it deems may best meet the needs of the Court. Not all applicants will receive an oral interview.

Tentative Recruitment Schedule

By:	Action:
January 6, 2006	Final Application Filing Date
January 16, 2006	Candidates Identified
January 30, 2006	Panel Interviews begin
February 10, 2006	Finalist Interviews Completed
February 17, 2006	Reference Checks Completed

Salary and Benefits

The salary for this position is \$126,786 annually.

The Court also offers an excellent benefits package:

- Retirement program is 1937 Retirement Act, 2% at age 57 and Court pays 100%
- Health, vision and dental insurance plans for the employee, family, domestic partners and young adult dependents
- \$100,000 Court paid life insurance
- Vacation is based on time in service and starts at 10 vacation days per year. Option to cash out a portion annually
- 13 paid holidays per year
- Sick Leave of 15 days per year, earned at 4.62 hours per pay period
- Management leave of 8 days per year
- Deferred compensation employer match (457 plan) of up to 5% of employee contribution
- Discretionary flexible spending account of up to \$2,000 annually
- Car allowance of \$93 per pay period

An Equal Opportunity Employer



Superior Court of California

County of Mendocino



Invites Applications for: Court Executive Officer

\$126,786 Annually

**Extended Application Filing Date:
January 13, 2006**

Facsimiles or Photocopies
Not accepted

Mendocino County

Mendocino County, from its southern border 90 miles north of the Golden Gate Bridge, to its northern border 80 miles south of Eureka, in the heart of wine and redwood country, is one of the most picturesque areas in the State of California. The 3,510 square miles of the County is comprised of beautiful pacific coastline, rugged mountain peaks, and fertile inland valleys.

The County's 86,265 residents enjoy many local arts organizations, talented theatre companies, including civic and light opera, as well as abundant outdoor recreational activities. Quaint historic villages are found along the rugged coastline, which are home to many inns, art galleries, boutiques and restaurants. The northern part of the County draws outdoor enthusiasts eager for adventure in hiking, canoeing, fishing and more. The inland area is best known as wine country, producing some of the finest vintage California wines.

Mendocino County's economy is based on agriculture (particularly grapes), timber, tourism and a growing retail and service center. Weather in the County is generally mild. Fog and sea breezes usually keep the coastal areas cool, while inland temperatures reach the high 90's or more during the summer months.

Ukiah is the County seat. For more information about Mendocino County please visit: www.gomendo.com

Superior Court

The Superior Court of Mendocino County is located in three facilities, one in Ukiah, one in Willits and one in Fort Bragg. The judicial bench is comprised of 8 judges and 1 commissioner. The court staff includes the Court Executive Officer, a five member executive team and 80 staff members. The executive team consists of one Assistant Court Executive Officer who is responsible for court operations, court support functions and planning and research. Also included are the Court Auditor, Court Fiscal Manager, IT Manager and HR Manager. The CEO is responsible for managing a budget of 7.7 million dollars.

Position Overview

The Court is seeking a highly qualified individual to direct administration of non-judicial activities. Under authority of Mendocino Court judges, and supervision of the Presiding Judge, the person appointed to this position will be responsible for administration of non-judicial staff and will serve judges in execution of Court business. The Court Executive Officer (CEO) will also function as Clerk of the Court.

The CEO should bring management knowledge and experience to court operations. The CEO is expected to provide innovative and creative leadership to ensure court operations are conducted in an effective, efficient, and economical manner, complying with California law and policies.

The CEO position requires strong leadership, management, organization and communication skills. Applicants should have knowledge in the following areas: California trial court operations; applicable statutory authorities; budgeting; facilities; security; technology management; and administrative areas such as fiscal and human resource management.

Candidates should be able to demonstrate proven ability to work cooperatively with staff, judicial officers, and representatives of other government agencies.

Minimum Qualifications

Any combination of education/experience that would likely provide the required knowledge and abilities including the knowledge of administrative principles and practices and a full understanding of the functions, organization and processes of a court and the judicial system is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a Bachelor's Degree from an accredited college or university in court administration, public administration, public or business administration, criminal justice or closely related field and:

- Five years of progressively responsible court administration experience, which includes considerable supervisory experience (at least four years) and which demonstrates possession of and competency in requisite knowledge and abilities. Included in this is an in depth knowledge of fiscal and budgeting knowledge and experience;
- A minimum of one year courtroom experience is desirable. Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.



The Court will provide reasonable accommodations to candidates with disabilities. If you have need for accommodation, please notify the Court's Human Resources Office at least three working days prior to the scheduled interview date.

The Court Executive Officer position is an at will position and serves at the pleasure of the Presiding Judge. A background investigation and clearance is required prior to appointment. Incumbents in this position will be required to disclose financial interest pursuant to Court policy implementing regulations of the Fair Political Practices Commission. This position is exempt from the Fair Labor Standards Act.

Superior Court of California
County of Mendocino
100 North State Street Rm 303
Ukiah, CA 95482

Phone: 707-463-6815, 707-463-4285
FAX: 707-468-3459
Job Line: 707-467-2544 (Recorded)